

RECORDS MANAGEMENT IN STATE AND LOCAL OFFICES

PART 2033 - RECORDS

Subpart A - Records Management in Rural Development Field Offices

§2033.1 Purpose. This instruction supplements RD Instruction 2033-A, and is issued to provide State Instruction required to implement the policies prescribed as “optional” and provide a listing of operational file codes to be used in Texas USDA Rural Development state and local offices.

§2033.5 Types of records.

A. §2033.5(a)(1)(ii)(1) The original Promissory Note, Assumption Agreement, and/or original Renewal Notes will be filed in the operational file code 1940-A5.

§2033.6 Records filing and maintenance requirements.

A. §2033.6(a)(5)&(6) Confidential information documents should be filed in Position 3 of the borrower’s case file. A colored file folder with a tab labeled “Confidential” should be placed on top of these confidential documents and should remain on top at all times. Examples of confidential information are written correspondence to and from Office of General Counsel, Department of Justice, Office of Inspector General, or agency correspondence to or from the national, state or local offices regarding cases in litigation or bankruptcy.

B. §2033.6(c)(3)(v)(B) To maintain uniformity in Texas USDA Rural Development, Exhibit B provides all file code headings for the state and local offices. Additional file codes may be added as appropriate.

C. §2033.6(c)(3)(ix) Transfer of records. The transfer of records to the regional Federal Records Center (FRC) will be coordinated through the Management Control Officer in the State Office.

Attachments: Exhibits A and B